

**North Carolina 4-H Master Volunteer
Achievement in Continuing Education (ACE)**



ACE Form Packet for Renewal or Specialty

North Carolina 4-H Master Volunteer ACE

Personal Data

Name _____

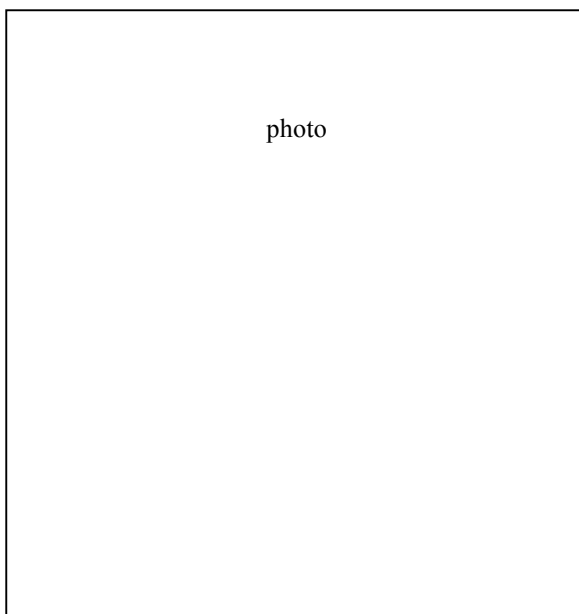
Address _____

City, State, Zip _____

Telephone (day) ____ - ____ - ____ E-Mail (if applicable) _____

County _____ District _____

Number of Years in 4-H Volunteer Work _____



North Carolina 4-H Master Volunteer ACE Emerald Maintenance and Specialization Information

Emerald Maintenance

For renewal following the Emerald level, individuals must submit a portfolio at least every two years for continued recognition as an Emerald ACE Master Volunteer. The reflection sheets for training, service and teaching activities may be kept over the two-year time span for inclusion in the portfolio for review. Individuals should reflect a variety of training areas for well-rounded experiences in learning relevant to youth development and North Carolina 4-H.

Emerald Specialization

For those interested in pursuing specialization(s) as an Emerald ACE Master Volunteer, there should be a consultation with county 4-H staff members to identify an appropriate focus or specialization area. The training sessions, then, should be reflective of a focused concentration to attain skills and knowledge to successfully work with programs in the area of specialization. The Specialty Proposal Worksheet, completed in cooperation with 4-H staff members, should be included for review and feedback with the Emerald level ACE Portfolio. Ideas for specialization might include Healthy Lifestyles programming, Record Keeping (focused upon 4-H project and/or cumulative records), Presentations and Public Speaking, Citizenship and Leadership, etc. These are only ideas – the options are endless!

Elective Credits *(12 contact hours of training, minimum)*

Elective credits may be earned for any relevant seminar or workshop offered through 4-H or Extension, or may be obtained from outside sources. Sessions may be related, directly or indirectly, to youth development, volunteerism, leadership, or the area of specialization for those choosing to focus.

Service Credits *(Total of 8 service activities, at least one from state, regional, national or international level; at least one from the district level; and any combination of levels for the remaining credits)*

Three service activities should be service to others; three service activities should be teaching; Others may be any combination of service activities.

Suggestions for service activities may include any from the previous listed activities or may include any of myriad other opportunities, like:

- Serve as a judge for project records (county, district, state)
- Serve as a chaperon for exchange programs (county, state, national, international)
- Work with another charitable organization to involve youth in their projects
- Teach at a summer camp in your county -- or help coordinate one!
- Teach a workshop at a District event for other adults

ACE Marketing Service Credits *(Total of 3 marketing activities in addition to service credits)*

Marketing activities are those events and/or activities that promote 4-H to targeted audiences. These activities may be at the county, district, state, regional, national or international levels. Complete a service reflection worksheet for each of the Marketing credits and include these forms in the Service section of your portfolio for review. Ideas include, though these activities are not limited to:

- Newspaper articles
- Report to Commissioners
- Recruit adult volunteers for 4-H
- Assist in district and/or state events (i.e. 4-H Gala, Leaders' Conference, etc.)
- United Way (or other funding agency) funding request.
- Display about Association or 4-H at external event
- Fair Booths
- Fundraising and/or making presentations about 4-H

**North Carolina 4-H Master Volunteer ACE
Specialty Proposal Worksheet**

Specialty Area Proposed: _____

Level of Activity Focus (community, club, county, etc.): _____

Specialty Project Goal (Remember to write SMART goals/objectives – Specific, Measurable, Action-Driven, Realistic, Timeline):

Description of Service Planned:

Training topics needed for successful implementation of this service:

Why did you choose this specialty area? Be specific.

Who is serving as your mentor, and specifically when did you meet to discuss your specialty proposal? How often will you need to meet with your mentor to accomplish this activity?

How will participating in this activity impact your work as a 4-H youth development volunteer?

North Carolina 4-H Master Volunteer ACE

Transmittal Form for Renewal or Specialization

Level of Application

_____ Emerald Master Volunteer ACE Renewal
_____ Emerald Master Volunteer ACE Specialization - _____
(area)

Elective Credits

(code: Check this line if the workshop relates to the specialty.)

Date Completed	code	Title of Presentation or Workshop	# of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Service Activities (as specified for identified level)

Date Completed	code	Service Activity Completed	(code: C=county, D=district, S=state, R=regional, N=national, T=teaching)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

North Carolina 4-H Master Volunteer ACE

Transmittal Form for Renewal or Specialization (continued)

<u>Marketing Service Activities</u>		(as specified for identified level)	
Date Completed	code	Service Activity Completed	(code: C=county, D=district, S=state, R=regional, N=national, T=teaching)
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

<u>Self Expression</u>		(maximum of 10 pages)
Page Number	Title/Summary of Page contents	
Page 1	_____	
Page 2	_____	
Page 3	_____	
Page 4	_____	
Page 5	_____	
Page 6	_____	
Page 7	_____	
Page 8	_____	
Page 9	_____	
Page 10	_____	

The materials presented within this portfolio represent my own work. Information is accurate and complete to the best of my knowledge.

Signature of Candidate _____ Date _____

My signature is indicative that the individual submitting this portfolio is an official volunteer in this county 4-H program and that I am aware of this person's participation in the 4-H Master Volunteer ACE program.

Signature of 4-H/Extension Agent or mentor _____ Date _____

North Carolina 4-H Master Volunteer ACE

Service Activity Report Form

Service Activity Reporting (Title or Assignment) _____

Level of Activity Focus (community, club, county, etc) _____

_____ Emerald Master Volunteer ACE Renewal _____ Emerald Master Volunteer ACE Specialization

Date(s) of Service Work _____

Hours of Service on this Activity/Project: _____ Travel _____ Preparation _____ Activity

Description of service activity:

What was the most enjoyable part of this service experience for you? Please be specific.

What was the least enjoyable or most surprising part of this service experience for you?

What would you do differently if given the opportunity to repeat this project or activity?

How will participating in this activity impact your work as a 4-H youth development volunteer? Please be specific.

To what other service/project goals do you aspire as a result of successfully completing this service activity?

North Carolina 4-H Master Volunteer ACE

Service Activity Report Form (Marketing)

Marketing Activity Reporting (Title or Assignment) _____

Level of Activity Focus (community, club, county, etc) _____

Date(s) of Service Work _____ Hours of Service on this Activity/Project _____

ACE Level: Emerald Renewal or Specialty Specialty Area: _____

Hours of preparation for this Activity/Project _____

Approximately how many people were reached by this marketing activity? _____

What was the general make-up of your audience? _____

Description of marketing activity:

What was the most enjoyable part of this marketing experience for you?

What was the least enjoyable or most surprising part of this marketing experience for you?

What would you do differently if given the opportunity to repeat this project or activity?

How will participating in this activity impact your work as a 4-H youth development volunteer?

To what other service/project goals do you aspire as a result of successfully completing this service activity?

NC 4-H Master Volunteer

ACE Portfolio Feedback

Name: _____

Date: _____

Application Level: Emerald _____ Renewal _____

Specialization _____
Specialization area: _____

_____ Approved for Award

_____ Re-submit by: _____

Component Description

Complete Incomplete

Personal Data Forms complete for current submission

Photo included on Cover Sheet (required as of Dec. 1, 2008)

Agent/Mentor Signature

Transmittal Forms from current and previous levels

Philosophy Statement

Electives related to specialty Reflection Pages

Elective Component Reflection Pages

Service Activity Reflection Pages

Marketing Service Activity Reflection Pages

Self Expression Section

Organization of materials (binder, dividers, etc.)

Reviewer Comments:
